

POLICE LIEUTENANT

DEFINITION

To perform responsible administrative, investigative and technical work in directing the activities of a major division of the Police Department; and to perform highly responsible and technical staff assistance.

EQUIPMENT, METHODS AND GUIDELINES

WORKING CONDITIONS

PHYSICAL DEMANDS

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from a Police Captain.

Exercises direct supervision over sworn and non-sworn personnel. Assignments may also require indirect supervision of sworn and non-sworn personnel.

EXAMPLE OF DUTIES

Duties may include, but are not limited to, the following:

Assist in the development and implementation of goals, objectives, policies and priorities.

Plan, direct, supervise and coordinate the activities of sworn and non-sworn personnel in preserving order, protecting life and property and in enforcing laws and municipal ordinances as the operating manager of either the Patrol, Investigations or Police Services Division.

Study crime reports and current literature in law enforcement to determine trends and make recommendations for changes in organization and operating policies and procedures.

Supervise the implementation of in-service training programs for assigned personnel.

Maintain liaison with the communications media.

Review the evaluations of employee performance and take appropriate action where necessary.

Make budget recommendations.

Monitor problem areas in patrol and devise solutions including special assignments and modifying deployments.

Respond to difficult citizen complaints and requests for information.

Supervise and assist in all major investigations.

Coordinate police activities with other City departments and divisions, and with outside agencies.

Supervise, train and evaluate assigned staff.

Oversee the Youth Services and Crime Prevention Programs.

Conduct studies and analyze the operation of the Division or program; prepare reports.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Modern principles, practices and techniques of police administration, organization and operation.

Technical and administrative phases of crime prevention and law enforcement including investigation and identification, patrol, traffic control, juvenile delinquency control, record keeping and care and custody of persons and property.

Laws, ordinances and regulations affecting the work of the Department.

Principles and practices of organization, administration, budget and personnel management.

Functions and objectives of federal, state and local law enforcement agencies.

Ability to:

Effectively plan, direct, supervise and coordinate the work of a division of the Police Department.

Analyze complex police problems and determine appropriate actions.

Communicate clearly and concisely, orally and in writing.

Properly interpret and make decisions in accordance with laws, regulations and policies.

Supervise, train and evaluate assigned staff.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

EXPERIENCE AND EDUCATION

Any combination of experience, education and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Six years of broad and extensive experience in all major phases of municipal police work; preferably including two years of experience as a Police Sergeant.

Education:

Equivalent to completion of a Bachelor's degree from an accredited college or university with a major course of study in public or business administration or a related field.

LICENSE OR CERTIFICATE

Possession of a P.O.S.T. Advanced Certificate.

Possession of, or ability to obtain, an appropriate California driver's license.

